

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

A site plan shall contain the following information in order to be considered complete. This checklist is intended to be guide; please refer to the Alton, NH, Subdivision Regulations for more detailed information.

The checklist along with a written request for any waivers with an explanation of the reasons for requesting the waiver must be submitted as part of your application for Subdivision Approval. **Please note: the Board is not obligated to grant waivers. If the Board chooses to not grant a requested waiver, and the application is not accepted, then fees will not be refunded.**

Please indicate in the spaces below the Sheet Number where the required information is provided.

ALTON SUBDIVISION APPLICATION			
Subdivision Checklist			
Number	Item and description	Provided	Waiver
6.1	An initial fee		
7.1.	Project Application Form, Cover Letter, and written requests for waivers.		
7.1	<u>Plats</u> : five dark line and one 11"x 17" reduction copies of the plat, plans and specifications.		
	One copy of Completed Application Requirements Checklist.		
7.2. Plat Specifications.			
7.2.1.	<u>Sheet sizes</u> : 17x22 or 22x 34 inches		
7.2.2	<u>Margins</u> : Left margins of two inches for binding and remaining borders at least one inch.		
7.2.3	<u>Title Block</u> . All plats and plan shall have a title block.		
7.2.4.	<u>Subdivision Name</u> : The proposed subdivision name.		
7.2.5	<u>Name and addresses</u> : Name and address(s) of owner(s) of record, subdivider(s) (if other than owner(s), surveyor and engineer and/or designer (if any); and Alton Tax Map and Lot number.		
7.2.6.	<u>Scale</u> : Subdivision not more than one hundred (100) feet to one inch as shown on a bar scale.		
7.2.7.	<u>Dimensions</u> : All dimensions in feet and decimals of feet.		
7.2.8.	<u>North Arrow</u> : Dated if magnetic.		
7.2.9.	<u>Survey Accuracy</u> : The accuracy of the survey shall be 1 part in 10,000		
7.2.10.	<u>Subdivision Purpose</u> :		
7.2.11.	<u>Certification</u> : The signed seal of a NH registered land surveyor attesting that the plat is substantially correct.		
7.2.12.	<u>Plat date</u> : The date of plat and dates/reasons for any revisions – lower right corner.		
7.2.13.	<u>Signature Block</u> : A signature block for approval by Chairman/Vice-Chairman with the date approved and date signed shall be on the plat.		
7.2.14.	<u>Building lines</u> : The plat shall show the <u>building setback lines and lot numbers</u> .		

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7.2.15.	<u>Locus</u> : A locus block shall be in the upper left corner with tax map and lot numbers.		
7.2.16.	<u>Legend</u> : All symbols on the plat shall be clearly defined within the legend.		
7.2.17.	<u>Utility poles</u> : The plat shall show all utility poles the location and numeral designation.		
7.2.18.	<u>Abutting Property</u> : Names and addresses of owners of record of abutting property with map and lot numbers:		
7.2.19.	<u>Location</u> : Road or highway and coordinates from United States Geological Survey quadrangle map or other suitable location plan (10,000 foot grid).		
7.2.20.	<u>Details on Abutting Properties</u> : Names and locations of all roads easements, alleys, parks and open spaces and similar facts regarding abutting property and to include both sides of the road.		
7.2.21.	<u>Metes and bounds</u> : Location of all existing and proposed property lines with dimensions and bearings.		
7.2.22.	<u>Existing easements</u> : Existing and proposed easements shall be shown		
7.2.23.	<u>Natural and cultural features</u> : Buildings, watercourses, ponds or standing water, rock ledges, stone walls, cemeteries and easements to cemeteries, etc.		
7.2.24.	<u>Soils</u> : Soils types as shown by the Belknap County Soil Survey. A description of the soil classification shall be provided with a note on the plan.		
7.2.25.	<u>Substandard lot</u> : Where a portion of the subdivider's property remains un-subdivided, sufficient information shall be provided to show that no substandard lot is created.		
7.2.26.	<u>Existing and future improvements</u> : Location, names and widths of existing and proposed roads and location of existing and proposed driveways; existing and proposed wells, water mains, utilities, septic systems, culverts, drains and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.		
7.2.27.	<u>Elevations</u> : Two to five feet contours. The elevations should be referenced to M.S. L. (mean sea level) or to the mean high water level of the nearest surface water or to other local benchmark. At least one permanent benchmark shall be set on the property and be described on the plans.		
7.2.28.	<u>Public use</u> : Location of all parcels of land proposed to be dedicated to public use and the conditions of such dedication ...		
7.2.29.	<u>Future development</u> : Where the layout submitted covers only a part of the subdivider's entire holding, a sketch of the prospective future road system ...		

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7.2.30.	<u>Flood plain data</u> : The one-hundred year base flood elevation data must be denoted on the plat as required by the Town of Alton Floodplain ...		
7.2.31.	<u>Descriptions</u> : Description or drawings of street lighting, building lines, pedestrian ways, reservations and easements including public utility and drainage easements and designs of any bridges, culverts and dams if required.		
7.2.32.	<u>Reserved areas</u> : Location of areas within the subdivision, the title to which is to be reserved by the subdivider(s).		
7.2.33.	<u>Wetlands</u> : All wetland boundaries. The wetland boundaries shall be "flagged" using red plastic ribbon bearing descriptive text. <u>Both a NH Surveyor and a NH Wetland Scientist shall stamp the plat.</u>		
7.2.34.	<u>Zoning district boundaries</u> : The requirements of the zone shall be included in a note on the plat.		
7.3. Project Narrative:			
7.3.1.	<u>Describe Scale</u> - Numbers of acres, dwelling units, bedrooms, projected increase on auto trips per day and overall positive and negative impacts on the community.		
7.3.2.	<u>Describe Timing</u>		
7.3.3.	<u>Describe Significant Features</u>		